

OGC 76-4023
21 July 1976

DDA Registry
76 Personnel-1

MEMORANDUM FOR: Deputy Director for Administration

STATINTL FROM :
Deputy General Counsel

SUBJECT : Survey of the Needs of the Administration Directorate
for Legal Assistance

Jack:

1. As you know in April we began the subject survey. It was our agreed intention to complete it by the middle of this month; however, as you and I discussed then there was a chance that the tight schedule might slip.

2. As you probably have heard, to date we have not been able to keep to the original schedule. This has been caused by the recent crush of work that has required immediate attention and the recent loss of several attorneys from the Office.

3. Notwithstanding our inability to complete a survey of each of the offices in your directorate, I have just received a report containing the surveys that have been completed. Based on the surveys that have been completed certain recommendations have been made which are currently under consideration by Tony and me. I believe we will be in a position to make recommendations to you shortly after I return from leave in early August. Before my leaving, however, I wanted to report to you on our status in accordance with our original hopes of having the job completed by now.

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DD/A Registry

File

Personnel 1

DDA 76-1418

22 MAR 1976

Form 163a
8-66

REFERENCE

ATTACHMENT

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Detail of Full-Time Attorney to
Directorate of Administration

1. The General Counsel and I have discussed the desirability of detailing to this Directorate a full-time attorney from the Office of General Counsel (OGC). However, neither of us currently possesses sufficient knowledge as to whether the detail of a full-time attorney is necessary.

2. In order to help us arrive at a decision on this matter, we have agreed to the following. Mr. Warner will assign one of his attorneys to undertake a survey of the Offices of this Directorate to try to determine whether full-time legal assistance is justified. Should that determination be in the negative, there is still value in having the survey conducted because there will then be one attorney in the OGC who will be generally aware of the activities of the Offices of this Directorate. From the outset it will be important for you to stress to those within your offices who will assist the attorney making the survey that it is not an investigation or an inspection of their offices.

3. In conducting this Directorate-wide survey, the attorney from OGC will not have to survey the Office of Logistics, but, of course, is free to consult with the Associate General Counsel and the OGC attorney currently detailed to that Office for legal guidance in the procurement and related fields.

4. I will also ask the OGC attorney to accomplish one specific task for this Directorate during this survey. He will make inquiries and seek to determine the existence of evidence of proper delegation of authority to the Office Head and his subordinates which is not currently reflected in Agency regulations. This will be a valuable contribution to an on-going study of the Agency regulatory system. In regard to this portion of the effort, you should initiate a search within your Office for all memoranda, directives, etc. (other than regulations) which delegate authority to you for the functions your Office performs.

STATINTL 5. [] Assistant General Counsel, has
STATINTL been designated by the General Counsel to undertake the
assignment outlined above. [] should be able to begin
the assignment in the next few weeks on a non-full-time basis
with the objective of completing the entire survey in 90 days.
He will brief us as to his general approach and schedule during
a special staff meeting on Tuesday, 30 March 1976, at 1630 hours.

[]
John F. Blake

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Distribution:

Orig - D/CO

STATINTL Xcy - Fa. Additional Addressee
1 - []
1 - DDA Subject w/OGC draft
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1 - JFB Chrono
1 - JNM Chrono

ADDA:JNMMahon:OGC:kmg (22 Mar 76)

MEMORANDUM FOR: Director of Communications
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John F. Blake
Deputy Director
for
Administration

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Approved For Release 2002/11/04 : CIA-RDP79-00498A000500020011-2

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